

**RESOLUTION TO ESTABLISH THE PERSONAL  
INFORMATION POLICY OF BRUNWICKS HILLS TOWNSHIP  
NO. 23-2026**

WHEREAS, the Board of Trustees operate and maintain a personal information system; and

WHEREAS, the Board of Trustees, under O.R.C. 1347.05(B), are required to implement rules for the operation of the system.

BE IT THEREFORE RESOLVED that Brunswick Hills Township shall adopt the following personal information policy.

**PERSONAL INFORMATION POLICY**

1) PURPOSE:

- a) This policy is adopted pursuant to Section 1347.05(B) of the Ohio Revised Code and is intended to establish rules and procedures for use and maintenance of personal information systems.

2) DEFINITIONS:

- a) "Personal information" means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possess certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person. [O.R.C. 1347.01(E)]
- b) "System" means any collection or group of related records that are kept in an organized manner and that are maintained by a state or local agency, and from which personal information is retrieved by the name of a person or by some identifying number, symbol or other identifier assigned to the person. "System" includes both records that are manually stored and records that are stored using electronic data processing equipment. "System" does not include collected archival records in the custody or administered under authority of the Ohio Historical Society, published directories, reference materials or newsletters, or routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person. [O.R.C. 1347.01(F)]
- c) "Local agency" means any municipal corporation, school district, special purpose district, or township of the state or any elected officer or board, bureau, commission, department, division, institution, or instrumentality of a county. [O.R.C. 1347.01(B)]
- d) Exempted from Chapter 1347 regulations regarding personal information systems are any agency that performs as its principal function any activity relating to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals; criminal courts; prosecutors; any agency that is a correction, probation, pardon or parole authority; or systems comprised of investigatory material compiled for law enforcement purposes

3) Operating procedures.

- a) The Board of Trustees, at each annual organizational meeting, shall designate a personal information designee ("P.I.D.") to be responsible for maintaining any personnel information system kept by the Board, its employees, departments or agencies. Normally, this person will be the same person designated to respond to public records requests pursuant to Section 149.43 of the Revised Code. In the event that, different persons perform these functions, the public records custodian will consult with the P.I.D. under this policy before releasing personal information.
- b) The P.I. D. shall be responsible for compliance with the duties of the Board of Trustees as set forth hereafter and in Section 1347.05 of the Revised Code.
- c) This policy will be kept with the public records policy required by Section 149.43 of the Revised

Code and be made readily available to members of the public and employees. This policy will be posted with the public records policy.

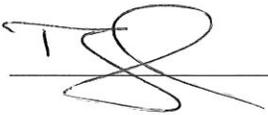
- d) No employee shall release or distribute personal information without consultation with the P.I.D. Any questions regarding propriety of release of information should be directed to the office of the Prosecuting Attorney of Medina County.
- e) The P.I.D. shall, on an annual basis, review and update information contained in a personal information system and eliminate any information no longer necessary or relevant in accordance with the Township retention policy.
- f) Upon request and proper identification, the P.I.D. shall inform any person or authorized representative of the existence of personal information concerning that person and allow inspection of such personal information in accordance with Section 1347.08(A) of the Revised Code.
- g) Any disputes regarding personal information coming within the purview of Section 1347.09 of the Revised Code shall be referred to the Board of Trustees which shall investigate the matter as set forth in Section 1347.09.
- h) The P.I.D. shall notify the Board of Trustees of any breach of security in the computerized storage of personal information as defined in Section 1347.12 of the Revised Code and the Board of Trustees shall promptly provide notification as provided in Divisions (B) and (C) of that Section.
- i) Violation of this policy shall be deemed as grounds for disciplinary action pursuant to the Board of Trustees' personnel policy, or under any other provisions of Township law providing for the discipline of removal of Township personnel.

Thomas DeCastra offered and moved for adoption of Resolution 23-2026. Duly seconded by Ryan Nixon.

Adopted this 27<sup>th</sup> day of January 2026.

Voting:

R. Nixon	Yes	T. DeCastra	Yes	T. Destro	Yes
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Ryan Nixon		Tony Destro	_____
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Thomas DeCastra	
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Certified by:   
Bob Roksandich, Fiscal Officer